

Higher Education – Adult Vocational Training – Tribal College Fund

Statement of Goals and Objectives

The Kaibab Band of Paiute Indians has instituted a long range goal of economic self-sufficiency and social development for the tribe as a whole and its individual tribal members. In attaining these goals, it is recognized that higher education and vocational training is key to accomplishing this goal and becomes a high priority.

The Kaibab Band of Paiute Indians goal is to extend educational and vocational training opportunities to all tribal members, for the purpose of developing leadership and increasing employment opportunities in professional and vocational fields. All tribal members, who meet eligibility requirements, will receive financial assistance so they may obtain a quality education. Financial assistance is contingent on available funding.

The Education Director and Education Committee will provide guidance and encouragement to tribal members and help them formulate an education plan to achieve desired career objectives. This can be done through higher education or vocational training. These programs will help prepare our tribal members for employment, leadership and self sufficiency, thus allowing them the opportunity to be successful.

On a personal note, we would like to congratulate you on your decision to improve yourself and further your education. The Kaibab Band of Paiute Indians Tribal Council, Education Committee and Education Director wish you only the best as you take this step in a positive direction.

Deadlines

Students seeking scholarship funding must submit all the documents listed on the checklist with the exception of report cards that may be accepted at a later date. **The application packet must be emailed, faxed, hand delivered, sent by mail and postmarked on or before the established deadlines.**

Incomplete or late applications will not be accepted and will be returned to the student. NO EXCEPTIONS!

Fall Semester	June 30 th
Spring Semester	November 30 th
Summer Semester	April 30 th

Application Process

Once an application is completed and submitted to the Education Director, it will be reviewed by the Education Committee who will then determine the applicant's eligibility and the amount awarded. Award amounts are based on the Financial Needs Analysis that is completed by the student's chosen learning institution. Once a decision has been made by the Education Committee the applicant will be notified in writing by the Education Director.

This policy will become effective upon approval by the Kaibab Band of Paiute Indians.

Priority Classification

1. Continuing Students
2. Incoming Freshmen
3. Undergraduates (seniors, juniors, sophomores, then 2nd semester freshmen)
4. Re-entry Students
5. Graduate Students – Post Bachelor's Degree
6. Students receiving funding for the second and final time
7. Doctorate Program: The Kaibab Paiute Tribe encourages higher education, even to a doctorate degree. Though it may take an average of up to 8 years, the tribe may provide financial assistance to students for the duration of a PhD. Prior to the first year of entering a doctoral program, the student must submit a proposal to the Education Committee outlining the, (1) educational endeavor being pursued; (2) Estimate of the timeline necessary for completion, stating what is to occur for every year of funding requested; (3) Estimate of the funding required and stated need; (4) outside funding sources pursued, if any; (5) How the percentage of funding will be divided by the number of years for completion, as funding may be necessary in the early years but need will lessen in later years (6) Promissory note if not PhD not earned. Cost and determination to be made by Committee on a case by case basis.

Upon approval by the Kaibab Band of Paiute Indians Tribal Council this policy will super cede all previously approved policies.

APPLICATION PROCEDURES

Students are encouraged, if at all possible, to present their initial application to the Education Committee in person. This applies especially to those individuals who live within a 200 mile radius of the Kaibab Paiute Reservation. If extenuating circumstances exist (e.g. travel arrangements cannot be made, financial issues or major scheduling conflicts) the applicant may elect to instead present their application via video conference, over the phone or prerecorded video.

- ALL STUDENTS (new, continuing, re-entry, F/T, P/T, vocational, graduate, and summer) MUST complete the Kaibab Paiute Higher Education Grant Application **each year**. The application includes the following documents:
 - Higher Education Application (match with check sheet)
 - Financial Needs Analysis completed by your institutions Financial Aid Office
 - Student Aid Report (SAR) generated after completing the FAFSA
 - Letter of acceptance from college or university
 - Certificate of Indian Blood (copy)
 - 250 word typed essay, in the students own words, describing the students ambitions. This is required for new and re-entry students.
 - High School Transcript or GED Certificate (if new student)
 - Official College/Vocational Transcript (if continuing student)
 - Degree plan, signed by advisor (new and continuing students)
 - Proof of application for five (5) other scholarships and/or grants. Students seeking a Bachelor's Degree must apply for at least two (2) scholarships that are related to their declared major.
 - All documents submitted, unless noted otherwise must be originals. Students are strongly encouraged to keep copies of their entire Higher Education Application and supporting documentation.
- The Free Application for Federal Student Aid (FAFSA) is a requirement that must be completed by all students. Once the application is complete, you will receive a SAR (Student Aid Report) which is a condensed version of your application. This is the form that needs to be printed and turned in with your Kaibab Paiute Higher Education application.
- Higher Education Financial Needs Analysis. **The student must fill out the top portion-then send it to the college's Financial Aid Office to fill out the bottom portion.** The Financial Aid Office at the College/University will then need to forward it to the Kaibab Paiute Education Department's Education Director once completed. The student must keep in touch with the college's Financial Aid Department to make sure it is returned by the said due date.
- **Please start Higher Education funding process six weeks or more before the deadline. You will need to complete the following tasks that can take a long time:**
 - Apply for college admission and receive an acceptance letter from the college (typically takes 3 weeks)
 - Complete online FAFSA. (takes 3 weeks to process, more if corrections are needed)

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- Complete Financial Needs Analysis (some colleges take up to three weeks or more)
 - Note: Students may complete the FAFSA for the upcoming academic year in January. Individuals are strongly encouraged to complete the online application as soon as possible after their taxes have been filed.
- It's very important you send the last four (4) pages of this application starting with the check off list and all other necessary forms. Please send your completed application and supporting documentation in earlier than the stated deadline if possible so it will not be considered late or incomplete. This will allow the Education Director time to review your application for completeness before the deadline. **(The Education Committee will not review any late or incomplete applications!)** The applicant, not the Education Director, is responsible for completing the application and gathering the necessary documentation. The Education Director is available to assist applicants but cannot do the work for them.
- Students may attend the college of their choice but it is required to be accredited and sanctioned by national, regional agency or associations recognized by the Secretary of Education. Attending College is expensive; students must pick a school and living situation that they can afford. There is a maximum amount awarded per student per year, any expense amount over the awarded amount is the student/parent(s) sole responsibility. Kaibab Paiute Higher Education funding along with Pell Grant funding will not be enough to cover education expenses and all living costs. Students must be prepared to supplement these monies with funds from employment, per capita income, education dollars from their individual trust accounts, and/or student loans.
- The Education Department cares about you and your education needs. If you have any questions about the application process, please contact our office.

Kaibab Paiute Tribe – Education Department
HC 65 Box 2
Pipe Springs, AZ 86022

Phone: (928) 643-6025
Fax: (928) 286-8311

GENERAL GUIDELINES

The following are general guidelines that apply to the Higher Education Funding Program. Please read through the below information carefully.

Receipt of Application

Students will be notified by email or in writing when the Education Director receives a student's application. If the application is complete, it will continue to the next step in the application process. If the application is **incomplete**, it will be returned to the student.

Notification of Scholarship Selection

All students will be notified in writing by August 1st of scholarship selection or denial. **Any and all verbal information provided is not official.** There are no guarantees that a student has been selected to receive the scholarship until the student receives a written notification.

Funding

Kaibab Paiute Higher Education funding awarded through the Kaibab Band of Paiute Indians is considered supplemental to campus-based aid. Any funds necessary beyond what is available through the tribe shall be the responsibility of the student/parent(s). The Tribal Scholarship maximum amounts are as follows:

Higher Education/Tribal College Fund 4 years	Full Time	\$10,000
Higher Education/Tribal College Fund	Part Time	\$ 4,000
Adult Vocational Services	Full Time	\$14,000

Higher Education students that elect to attend classes part time will be allowed double the time allotted for full time students to complete their course work and half of the full time funding per year. Students must be enrolled in a minimum of 6 credit hours to be considered Part Time and eligible for funding.

Incentive Awards

The Kaibab Paiute Education Department/Committee would like to recognize our Higher Education and Vocational tribal students and their accomplishments by rewarding them with an incentive award. Incentives will be assessed on a traditional fall, spring, and summer semester.

Students with a GPA of 3.0 – 3.4 will receive \$200 per semester
Students with a GPA of 3.5 – 4.0 will receive \$300 per semester

Repeat Classes

Students must make every effort to maintain passing grades while receiving Kaibab-Paiute education funding. A 2.0 GPA must be maintained at all times. You may still maintain a 2.0 if you have an F, D or W on your transcript. Students may have up to 3 repeat courses or withdraws within a 5 year period,

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not to have three failing grades or no more than one in one semester. This applies to credit and non credit remedial classes. The grant money will pay for a student to repeat up to three classes' total. If a student fails or withdraws more than three classes they will be automatically put on academic probation and they must repay the funding for the failed course. For part time students they will only be allowed to repeat 2 courses. If repayment is required payment must be made within three months of the withdraw period. Any funds owed back to the Education Department may be garnished from the tribal members per capita payments.

Duration of Eligibility

A student is eligible to receive funding for the period of time required to complete his/her course of study. There is an extra year per degree program (except AVT & Graduate studies) to allow for remedial courses or a change of major. If a student exceeds these limits, it will be their financial responsibility.

- **Associate Degree – may not exceed three (3) academic years for a two-year college**
- **Bachelor Degree – may not exceed five (5) academic years for an undergraduate program**
- **Master Degree – may not exceed two (2) academic years for a graduate degree program**
- ***Exception: AVT must be completed within the specified time frame (2 yrs. or 3 yrs. for nursing)***

Student Status

A full time student means an enrolled student in twelve (12) or more credit hours or the full-time status as determined by the institution. A part-time student is a student who is required to enroll between 6 and 11 credit hours per term at an accredited institution.

A part-time student is an applicant who is required to enroll between 6 to 11 credit hours per semester at an accredited college/university (there is no part-time for the AVT program). The duration of eligibility for part-time students will not exceed 12 semesters/terms (equals 3 academic years) for an Associate's Degree and 20 semesters/terms (equal 5 academic years) for a Bachelor's Degree.

At the time of initial application approval, students are awarded funding based on a full-time or part-time status; students must not fall below approved status, failure to maintain student status will result in repayment of approved funding. In cases where it is the action of the school and is beyond the student's control, the student needs to notify the Education Director within 48 hours.

Change of School

Students who enroll at another school after submitting their scholarship application should notify the Higher Education Director within 5 days. Funds will not be sent to a new school until written notification is submitted to the Education Director. A change in school will result in the student needing to complete a new Higher Education application.

Non-Tribal Funding

The Higher Education Office will accept applications from members of federally recognized tribes who maintained a permanent resident on the reservation for one (1) year and show proof that they were denied funding from their own tribe. Members of the Kaibab Paiute Tribe are given priority status and

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funding will be dependent on the availability of monies within the federal programs (Higher Education & AVT). No tribal funding will be granted to non-tribal members.

Use of Education Grant Fund

Grant funds may be used for tuition, textbooks, housing, required fees, and miscellaneous expenses related to attendance at college or trade schools. Funds are to be used to assist students pursuing regular accredited college courses, required in the achievement of a college degree, or a trade school course which would result in the achievement of a certificate of completion. This would increase the student's value in the job market.

Conditions for Continuation of Grant

Students receiving grants must maintain a grade point average of 2.0, successfully complete the required number of credit hours per semester, maintain a social conduct within the policies of the institution attended, demonstrate satisfactory progress toward a degree or program completion requirements, and reapply for the next years grant before the deadline.

Probationary status will be determined by the Education Director who will provide notification to the Education Committee at the next committee meeting. Students already on probation status who fail to meet the grade requirement will immediately be ineligible for one year. The Education Director will meet with the student to determine a plan for re-instatement.

Appeal Process

The student has a right to appeal if they feel they have been unfairly denied scholarship funding. The student must provide documentation to support their appeal. The Education Director and Tribal Education Committee shall review all information and make a recommendation to the Tribal Council, once a decision is rendered by the Kaibab Paiute Tribal Council this is final.

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HIGHER EDUCATION PROGRAM

Higher Education is a BIA funded program that provides financial assistance to eligible American Indians to pursue a degree at an accredited college/universities. The Kaibab Paiute Tribal Council also contributes funding through the gaming budget, this money is used if the tribal applicant is not eligible for BIA funding and/or if the BIA funding budget zeros out.

Higher Education Eligibility

- A. Applicant must be an enrolled member of the Kaibab Band of Paiute Indians or another federally recognized tribe.
- B. Have a blood quantum of $\frac{1}{4}$ or more degree Indian blood.
- C. If the applicant is an enrolled member of the Kaibab Band of Paiute Indians and is below $\frac{1}{4}$ degree blood quantum, they may be eligible for the Tribal Gaming Fund.
- D. Be a High School Graduate and show proof of High School Diploma or GED Certificate.
- E. Selection of applicants shall be made without regard to sex or marital status, providing they meet the requirements of Paragraphs (A), (B), and (C) of this section. Non-Indian spouses are not eligible.

Student Requirements

- A. All Students **must** have their completed application packet turned in by the established deadlines!!!
- B. Students must apply for Free Application for Federal Student Aid (FASFA) apply on-line at www.fafsa.ed.gov
- C. Students must maintain their required number of credit hours they enrolled in, whether full-time (12 hrs.) or part-time (6+ hrs.).
- D. Students must maintain a minimum 2.0 GPA and turn in unofficial grades two (2) weeks after the semester; official transcripts needs to be submitted thirty (30) days after each semester for review to the Education Director. Failure to submit grades within specified time will result in automatic academic probation; the student must meet with the Education Director to resolve this issue. This will be the first step to suspension and payback of all funding for the semester.
- E. All students must have an advisor assigned to them at the school they are attending.
- F. All incoming freshmen must attend new student orientation at their respective college.

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- G. All students must provide an official degree plan completed and signed by their college advisor, each year until graduation.
- H. All students are required to enroll in and utilize tutoring and/or learning resource centers.
- I. Students must notify the Education Director within five (5) business days if they withdraw from school, fall below hours, take a medical leave of absence (must provide original documentation), or are suspended.
- J. All students must follow the requirements stated; failure to do so will result in termination from the Higher Education Program.

Higher Education Funding

- A. A level of aid will be established using the Financial Needs Analysis, and reasonable student need.
- B. Students must report all other financial assistance they receive in excess of \$1,000.00.
- C. Applicants will be notified of their award notification by mail. A copy of the recipient's Award Letter will also be mailed to the institutions Financial Aid Office.
- D. All award monies shall be sent directly to the institution. Once the Financial Aid Office and/or Business Office have procured payment for tuition/fees, books, room/board, meals, etc., the remainder of the award shall be released to the student by the institution.
- E. The Financial Aid Office is authorized to return the award if the applicant is:
 - 1. Below hours
 - 2. Not enrolled
 - 3. Suspended for academic, financial, or disciplinary reasons
- F. Higher Education may fund a student's education twice in their lifetime. There is a five (5) year waiting period to reapply for funding; this waiting period is enforced so that the student will utilize their education in the workforce.
- G. Under no circumstance shall the funds (check) be disbursed to the recipient at any time. Also, there will be no advances on any scholarship awards!

Suspension

- A. Any student who falls below hours or fail to meet the 2.0 GPA requirements will be placed on probation and will have the next semester to improve their status. Students must maintain good standing with FAFSA.

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- B. After two (2) consecutive semesters/quarters of failure to meet the required 2.0 GPA, the student will be suspended for one year.
- C. After one (1) year of suspension, students may apply as a re-entry student and must present their application in person to the Education Committee. If accepted, the student may be readmitted after review.
- D. Students who independently fund their classes as a full-time status and bring up their Grade Point average to a 2.0 during the year of suspension; student will be considered as a continuing student.
- E. Students who do not make an attempt during this time to show initiative to pursue school during this one year period; student will still be on probation for that semester, and will be subject to repayment of Education funding and no longer eligible for funding.

Repayment

- A. Repayment of award(s) shall be necessary if the applicant withdraws from the institution prior to the completion of the term, is no longer enrolled by the institution, or is placed on suspension for academic and/or disciplinary action **before** completing the term.
- B. The applicant will be notified in writing of repayment amount and will have the option to set up a payment schedule. Failure to repay the amount awarded shall result in termination of future funding.
- C. If the applicant does not respond, repayment will be referred to the Kaibab Band of Paiutes Tribal Courts for garnishment of per capita as well as court fees accrued by the Education Department.

ADULT VOCATIONAL TRAINING PROGRAM

The Adult Vocational Training Program provides funding to students in accredited vocational training institutions. This is a two (2) year termination program, except three years for nursing vocations. The grant will cover living expenses, tuition, books, transportation costs, emergency medical, childcare, tools or equipment needed and other related costs of vocational training.

Adult Vocational Eligibility

- A. Applicant must be an enrolled member of the Kaibab Band of Paiute Indians or another federally recognized tribe.
- B. Have a blood quantum of $\frac{1}{4}$ or more degree Indian blood.
- C. If the applicant is an enrolled member of the Kaibab Band of Paiute Indians and is below $\frac{1}{4}$ degree blood quantum, they may be eligible for the Tribal Gaming Fund.
- D. Be a High School Graduate and show proof of High School Diploma or GED Certificate.
- E. Selection of applicants shall be made without regard to sex or marital status, providing they meet the requirements of Paragraphs (A), (B), (C) and (D) of this section. Non-Indian spouses are not eligible.

Student Requirements

- A. All Students **must** have their completed application packet turned in by the established deadlines!!!
- B. Students must apply for Free Application for Federal Student Aid (FASFA) apply on-line at www.fafsa.ed.gov
- C. Students must maintain full-time status as determined by their institution. There is no part-time status under the AVT program.
- D. Students must maintain a minimum 2.0 GPA and turn in unofficial grades two (2) weeks after the semester; official transcripts needs to be submitted thirty (30) days after each semester for review to the Education Director. Failure to submit grades within specified time will result in automatic academic probation; the student must meet with the Education Director to resolve this issue. This will be the first step to suspension and payback of all funding for the semester.
- E. All students must have an advisor assigned to them at the school they are attending.
- F. All students must provide an official degree plan completed and signed by their college advisor, each year until graduation.

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- G. All students are required to enroll in and utilize tutoring and/or learning resource centers.
- H. Students must notify the Education Director within five (5) days if they withdraw from school, fall below hours, take a medical leave of absence (must provide original documentation), or are suspended.
- I. All students must follow the requirements stated; failure to do so will result in termination from the Adult Vocational Program.
- J. Transfers to other schools or colleges during the grant period are prohibited

Adult Vocational Funding

- A. A level of aid will be established using the Financial Needs Analysis, and reasonable student need.
- B. Students must report all other financial assistance they receive in excess of \$1,000.00.
- C. Applicants will be notified of their award notification by mail. A copy of the recipient's Award Letter will also be mailed to the institutions Financial Aid Office.
- D. All award monies shall be sent directly to the institution. Once the Financial Aid Office and/or Business Office have procured payment for tuition/fees, books, room/board, meals, etc., the remainder of the award shall be released to the student by the institution.
- E. The Financial Aid Office is authorized to return the award if the applicant is:
 - 1. Below hours
 - 2. Not enrolled
 - 3. Suspended for academic, financial, or disciplinary reasons

NOTE: Under no circumstances shall the funds (check) be disbursed to the recipient at any time. Also, there will be no advances on any scholarship awards!

Suspension

- A. Any student who fall below hours or fail to meet the 2.0 GPA requirements will be placed on probation and will have the next semester to improve their status.
- B. After two (2) consecutive semesters/quarters of failure to meet the required hours and 2.0 GPA, the student will be suspended for one year.
- C. After one (1) year of suspension, students may apply as a re-entry student and must present their application in person to the Education Committee. If accepted, the student may be readmitted on a **final** probationary status for one semester/quarter after review.
- D. No repeat training services will be allowed.

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Repayment

- A. Repayment of award(s) shall be necessary if the applicant withdraws from the institution prior to the completion of the term, is no longer enrolled by the institution, or is placed on suspension for academic and/or disciplinary action **before** completing the term.
- B. The applicant will be notified in writing of repayment amount and will have the option to set up a payment schedule. Failure to repay the amount awarded shall result in termination of future funding.
- C. If the applicant does not respond, repayment will be referred to the Kaibab Band of Paiute Indians Tribal Courts.
- D. If student does not complete schooling, all trade materials, tools, and equipment purchased through program funds must be returned.

TRIBAL COLLEGE FUND

The Tribal College Fund is a program that is funded through the tribe using appropriated gaming monies. This fund is used in addition to the BIA monies received for education. The tribe shall provide financial assistance to eligible tribal members who show a financial need, and are within the limitations of available funds.

Tribal College Fund Eligibility

- A. Applicant must be an enrolled member of the Kaibab Paiute Tribe.
- B. Applicant must be a High School Graduate and show proof of High School Diploma or GED Certificate.
- C. Selection of applicants shall be made without regard to sex or marital status, providing they meet the requirements of Paragraphs (A) and (B) of this section. Non-Indian spouses shall not be eligible.

These are the requirements that must be met in order to be eligible for the Tribal College Fund. This program adheres to the policy and procedures (Requirements, Funding, Suspension, & Repayment) established for Higher Education and the Adult Vocation Training Program.

Funding

In addition to funding the unmet needs (FNA) of a students' education, the Tribal College Fund provides a supplemental scholarship to eligible tribal students.

- Students enrolled FULL-TIME seeking a four year degree are eligible for \$1000
- Students enrolled FULL-TIME seeking a two year degree are eligible for \$800
- Students enrolled PART-TIME at a four year College/University are eligible for \$800
- Students enrolled FULL-TIME at a Vocational Training school are eligible for \$800

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